



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, School Administrators, Corporation Test Coordinators

From: Lynn Schemel, Director of Assessment

Date: February 7, 2022

Subject: ISTEP+ Retest Spring 2022 and ILEARN Biology End-of-Course Assessment (ECA) Winter 2022 Monitoring

The Indiana Department of Education (IDOE) Office of Student Assessment (OSA) will be conducting virtual and onsite monitoring visits during the ISTEP+ Retest Spring 2022 assessment window from Tuesday, February 8, through Friday, March 4, and the ILEARN Biology ECA Winter 2022 assessment window from Tuesday, February 8, through Thursday, February 24.

The purpose of monitoring is to ensure the fidelity of test administration and test security requirements. Schools are identified for monitoring based on previously submitted test irregularities, test security concerns, failure of a Corporation Test Coordinator (CTC) to complete required training by designated deadlines, failure to return secure test materials by required deadlines, Data Forensic Analysis concerns, and a random sample derived from Indiana demographic data. A minimum of five school sites will be monitored during test administration windows. Monitoring is an expectation defined for states from the U.S. Department of Education.

Prior to the start of each testing window:

- CTCs must review the Monitoring Checklist (see Appendix B of the 2021-2022 Indiana Assessments Policy Manual);
- CTCs must notify staff that monitoring may occur at selected sites across the state during test administration windows; and
- CTCs must provide a copy of the Monitoring Checklist to administrators and School Test Coordinators (STCs) to prepare for monitoring visits.

During each testing window:

- IDOE monitors will notify school office staff of their arrival and request to speak with the STC (or a designee);
- Monitors will complete the Monitoring Checklist based on their review of school documentation regarding training, test schedules, and security practices.



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After each testing window:

- The CTC will receive a copy of the completed Monitoring Checklist with OSA feedback within two weeks following the designated testing window.
- In the event that a monitoring topic receives a rating of “0” or “1,” the CTC will be required to submit a corrective action plan addressing any areas of concern.

For additional information, please refer to Section 2 and the Monitoring Checklist in Appendix B of the [2021-2022 Indiana Assessments Policy Manual](#). Please contact the Office of Student Assessment via email at INassessments@doe.in.gov or via phone 317-232-9050 with questions.